

JOB DESCRIPTION
MURFREESBORO FLEET SERVICES DEPARTMENT
HEAVY EQUIPMENT MECHANIC

1. JOB TITLE: HEAVY EQUIPMENT MECHANIC

2. DEFINITION: The Heavy Equipment Mechanic is responsible for the efficient operation of the vehicle fleet of the City of Murfreesboro, including all two-way radio and emergency equipment. The employee is responsible through the chain of command to the Fleet Services Director. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, and as having a reasonably foreseeable occupational exposure to bloodborne pathogens. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post-accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

3. EQUIPMENT/JOB LOCATION:

- a. The employee must be able to operate all types of vehicles and two-way radio equipment, assorted hand tools, typewriter, personal computer, printers, copy machine, fax machine, calculator and other miscellaneous office equipment and accessories customarily used in an office environment.
- b. The employee will use a variety of hand tools normally associated with the repair of motorized vehicles and equipment with moving parts. The Heavy Equipment Mechanic is expected to furnish sufficient personal tools to accomplish most normal maintenance. The Department will furnish specialized tools.
- c. Work will generally be performed at the Main Service Center, Solid Waste Shop, Heavy Equipment Shop and throughout the City as required due to mechanical breakdowns. Work is generally performed inside, but due to circumstances related to mechanical breakdowns, work may have to be performed outside under adverse weather conditions. The employee may be subject to call twenty-four (24) hours a day in emergency situations. All City facilities and vehicles are tobacco-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Detects and determines the cause(s) of mechanical, electrical and hydraulic problems and corrects the cause(s) of the problems.
- b. Performs the necessary repairs on mechanical, electrical and hydraulic trucks and equipment.

- c. Lifts, pulls and holds mechanical parts and tools, both large and small.
- d. Keeps accurate, complete and timely records of repair work performed.
- e. Maintains accurate records for all vehicle maintenance transactions and ensures that invoices for repairs are correct and processed and paid on a timely basis.
- f. Obtains, reviews and forwards copies of accident reports involving City vehicles, including estimates for repairs, to the City representative.
- g. Inspects all bodywork after vehicle has been returned from the vendor.
- h. Performs annual MARTA tests on all vehicles.
- i. Prepares vehicles and disposable property for auction on a periodic basis.
- j. Maintains the general cleanliness and security of the garage facilities and any vehicles, personal property or evidence stored therein.
- k. Maintains the generators at the main Police Department and Communication Sheds.
- l. Safely operates a motor vehicle for the purpose of performing the essential functions of the position.
- m. Must be able to perform job duties as described on the *Essential Functions Addendum*.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.
- b. Assists other personnel in the repair of vehicles and equipment.
- c. Removes, repairs and replaces tires and wheels if called upon to do so.
- d. Performs general cleanup in the shop and around the building.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be a minimum of twenty-one (21) years of age.
- b. The employee must possess a Class B driver's license valid in the State of Tennessee with the ability to safely operate a motor vehicle, or the ability to acquire one six months after assignment.
- c. Must have legal authorization to work in the United States of America.
- d. Must be a high school graduate or possess equivalent.
- e. Must submit to and pass a pre-employment drug and alcohol screen.
- f. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- g. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.

- h. Must be certified by Automotive Service Excellence or be able to obtain that certification within three years after employment.
- i. Must have knowledge on how to operate and repair diesel and gasoline engines, transmissions, brakes, suspensions and steering.
- j. Physical body dexterity and coordination is required due to the various possible angles and positions that may be required to perform various repairs.
- k. Ability to read and comprehend repair manuals and/or written or oral instructions for repair work performed.
- l. Must have some knowledge and/or the ability to learn about occupational hazards and safety precautions.
- m. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to sixty-five (65) pounds and to repeatedly lift, move and carry objects weighing more than sixty-five (65) pounds with assistance.
- n. Must be capable of performing job functions independently and with minimal supervision.
- o. Ability to report for work on time and perform the job duties for the full duty schedule and in all types of weather conditions.
- p. Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner.
- q. Literacy in English with the ability to understand and carry out oral and written instructions.
- r. Ability to use diagnostic computers, hand tools, meters, electrical/mechanical equipment and to manipulate machinery.
- s. Must be able to establish and maintain effective, harmonious, cooperative and productive working relationships with supervisors, co-workers and the public.
- t. Ability to concentrate and accomplish tasks despite interruptions.
- u. Ability to perform a variety of tasks simultaneously or in rapid succession.
- v. Ability to follow City policies and regulations.
- w. Must be able to pass physical abilities test/post-offer screen for employment.

Non-Exempt

Safety Sensitive

September 16, 2008

ESSENTIAL FUNCTIONS ADDENDUM
MURFREESBORO FLEET SERVICES DEPARTMENT
HEAVY EQUIPMENT MECHANIC

Employees in this area work five (5) days a week, eight (8) hours a day with a one-hour lunch break. The Heavy Equipment mechanic is responsible for the maintenance, service, and repair of the operation of the vehicle fleet of the City of Murfreesboro, including all two-way radio and emergency equipment. The employee will use a variety of hand tools normally associated with the repair of motorized vehicles and equipment with moving parts. Work is generally performed inside, but due to circumstances related to mechanical breakdowns, work may be performed outside under adverse conditions.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#				X
20-50#			X	
50-75#		X		
75-100#	X			
>100#	X			

<u>Push/Pull</u>	<u>Rarely</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<50#				X
50-100#		X		
100-150#	X			
>150#	X			

Depending on the job duties needed to be done for the day, the Heavy Equipment Mechanic may be performing lifting and pulling on a more frequent or less frequent basis. However, job duties may change throughout the week depending on the needs of the Fleet Services Department.

Bending/Squatting/Twisting/Crouching – Is required constantly throughout the day maneuvering parts, tools, and equipment for the operation and repair of two-way radio and emergency equipment.

Pushing/Pulling – Is required constantly while working on jobs that require the maneuvering of parts, tools, and equipment in the repair and operation of two-way radio and emergency equipment.

Lifting/Carrying – Is required constantly in lifting hand tools, tires, brakes, transmissions, tires, etc.

The following items were weighed and can be lifted, carried, pushed, pulled, or manipulated in a fashion using all four (4) components:

<u>Item</u>	<u>Weight</u>
Tires	65#
	55#
	48#
Battery	44#
Filters	1-5#
Various hand tools	3-15#

The Heavy Equipment Mechanic is able to get help lifting heavy objects, but must be able to lift up to sixty-five pounds (65#).

Standing/Walking – Required constantly throughout the day.

Sitting – Required operating forklifts, automobiles, during breaks, and at lunch.

Manual Dexterity/Gripping/Reaching – Performed constantly using hand tools for the maintenance, service, and repair of all two-way radio and emergency vehicles.

Fine Motor Control – Can be performed constantly when using small hand tools.

Overhead Activity – Required frequently with hand tools when working underneath an automobile.

Driving – Required operating forklifts and automobiles.

Tools Handled:

Brakes
Hammers
Wrenches
Sharpening Tools
Transmissions
Pliers
Various hand tools

Work Conditions:

Exposed to:

Hot temperatures
Cold temperatures
Sudden changes in temperatures
Noise
Slippery Surfaces
Rain
Snow
Dust/Dirt
Fumes

Need physical ability for:

Squatting
Bending/Crouching
Stooping
Hand gripping
Fine motor control
Twisting
Hand/Eye coordination
Pushing/Pulling
Lifting/Carrying
Reaching
Overhead activity
Climbing
Driving
Foot Control

Addendum
March 12, 2002